



Hull York Medical School

Code of Practice on Admissions to the MB BS course

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**To obtain this Code of Practice in an alternative format:
Contact governance@hyms.ac.uk.**

Definitions

The following definitions will apply throughout this code of practice:

Access Agreement An access agreement sets out a university or college's fee limits and the access measures it intends to put in place e.g. outreach work and financial support. The agreement is agreed with the Office for Fair Access which also monitors performance against the agreement.

Alternative Offers Offers of admission made with non-standard conditions in order to compensate for educational disadvantage. Usually linked to satisfactory attendance and performance at formal Widening Participation programmes.

Contextual Data Data used by universities and colleges which puts attainment in the context of the circumstances in which it has been obtained; currently mainly educational, geo-demographic and socio-economic background data.

Office for Fair Access An independent public body that regulates and monitors fair access to Higher Education in England.

Widening Participation A term associated with addressing patterns of under-representation in higher education.

Abbreviations

The following abbreviations will apply throughout this code of practice:

| | |
|--------------|---|
| CBO | Criminal Behaviour Order |
| DBS | Disclosure and Barring Service |
| ECU | Equality Challenge Unit |
| EPP | Exposure Prone Procedure |
| FTP | Fitness to Practise |
| GMC | General Medical Council |
| HEOPS | Higher Educational Occupational Health Physicians/Practitioners |
| HIV | Human Immunodeficiency Virus |
| HYMS | Hull York Medical School |
| KIS | Key Information Set |
| OFFA | Office for Fair Access |

| | |
|-------------|---|
| PND | Penalty Notice for Disorder |
| QAA | Quality Assurance Agency for Higher Education |
| SPA | Supporting Professionalism in Admissions |
| UCAS | Universities and Colleges Admissions Service |
| VOO | Violent Offender Order |

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I. General

I.1. This Code of Practice applies to the recruitment and admission of students to the MB BS course of Hull York Medical School. It is designed to be consistent with:

- The Schwartz Report: Fair Admissions to higher education: Recommendations for good practice (2004)
- Admissions Policies: Guidance for Higher Education Providers, The Supporting Professionalism in Admissions (SPA) Programme (2009).
- Guiding Principles for the Admission of Medical Students, Medical Schools Council (revised 2010).
- The QAA Quality Code for Higher Education (2015)
- Selecting For Excellence, Medical Schools Council (2014)

I.2. This Code of Practice is a public document and is available on the HYMS website

2. Equal Opportunities and Widening Participation

2.1. This Code of Practice takes account of current legislation affecting the admission of students, notably the Equality Act (2010) :

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

2.2. This Code takes into account the HYMS Equal Opportunities Policy for HYMS Students:

<http://www.hyms.ac.uk/about-us/regulations-policies-and-codes-of-practice>

2.3. In its admissions process, HYMS will take account of evidence of educational disadvantage using contextual data.

2.4. HYMS will consider giving alternative conditional offers ('Alternative Offers') to selected applicants undertaking certain formal programmes based at the Universities of Hull or York aimed at 'Widening Participation' in Higher Education or the professions. These offers may include A-level grades up to two overall grades lower (e.g. ABB rather than AAA) and a flexible approach, based on a holistic academic assessment of the application, to other entry criteria published on the HYMS website in advance of each admissions cycle.

2.5. In applying its policies and procedures HYMS undertakes to ensure that no prospective or existing student is treated less favourably on the grounds of age, race, colour, nationality, ethnic origin, creed, disability, HIV status, sexual orientation, gender, marital or parental status, political belief or social or economic class.

2.6. Students with a wide range of disabilities or health conditions are eligible for admission through the normal processes, with the expectation of graduation in medicine provided that they achieve the prescribed standards of knowledge, skills, and attributes. A very small number of disabilities and health conditions may prevent satisfactory completion of medical training. Each case is different and has

to be viewed on its merits, but students on graduation must meet the core outcomes set by the General Medical Council in Outcomes for Graduates (2015).
http://www.gmc-uk.org/static/documents/content/Outcomes_for_graduates_Dec_16.pdf

3. Health and Disability

- 3.1. All applicants are required to declare on the UCAS application form any disability or health problem that they may have. The GMC advisory document *Gateways to the professions Advising medical schools: encouraging disabled students* (Revised 2015) (http://www.gmc-uk.org/education/undergraduate/gateways_guidance.asp) is considered when implementing the Equality Act 2010.
- 3.2. In considering the potential impact of an individual applicant's disability or health problem on medical training, the safety of the public must always take priority. The GMC Document *Good Medical Practice* (http://www.gmc-uk.org/guidance/good_medical_practice.asp) requires doctors to take responsibility for their own health in the interests of public safety. Applicants for entry to HYMS should read this guidance and consider prior to application whether any disability or health problem might bring a risk to members of the public, or limit their own ability to perform a medical role.
- 3.3. An applicant who knows that he or she has a serious condition which could be transmitted to patients or which might affect their judgement or performance (because of the nature of the illness or its treatment) should take advice on medicine as a career from a consultant in occupational health or another suitably qualified doctor on whether, and in what ways, their clinical contact with patients should be modified, and should then discuss with the MB BS Admissions Tutor whether any reasonable adjustments might be required for satisfactory completion of the MB BS programme.
- 3.4. The HEOPS guidance (http://www.heops.org.uk/HEOPS_Medical_Students_fitness_standards_2015_v12.pdf) shall be used as key guidance in this area.
- 3.5. HYMS may ask an applicant with a disability or health problem that might impede clinical capability or require reasonable adjustments to undergo an independent medical examination, and/or a skills assessment, and reserves the right to refer the applicant's case to the HYMS Student Fitness to Practise Committee.
- 3.6. Attention is drawn to the *HYMS Code of Practice on Student Fitness to Practise* (available on the HYMS website www.hyms.ac.uk), which describes policy and process in any case where an application might be rejected, or an offer of admission be withdrawn, on grounds of conduct giving rise to serious cause for concern (including failure to declare a known medical condition), or of impairment of health to such a degree as to pose a risk to patients.

- 3.7. In accordance with guidance from the Medical Schools Council, Medical and dental students: Health clearance for Hepatitis B, Hepatitis C, HIV and Tuberculosis (2014), <http://www.medschools.ac.uk/SiteCollectionDocuments/BBV-2014-MS-C-DSC.pdf> , blood borne virus (BBV) testing will be performed during the initial stages of medical training, prior to undertaking any exposure prone procedures (EPPs). Freedom from infection with BBVs is not an absolute requirement for those wishing to train as doctors, however satisfying additional health clearance, which includes determining their BBV status, is obligatory for those who wish to train in specialties that involve EPPs.
- 3.8. Other requirements in respect of transmissible diseases may be required from time to time by the Department of Health or by NHS and other health care provider institutions in order to reduce risks of transmission to patients.

4. Disclosure and Barring Service (DBS) disclosures and checks

- 4.1. All applicants must declare any prior charges including, but not limited to, criminal convictions, warnings, cautions, reprimands, final warnings, bind over orders or similar, fixed penalty notices, penalty notices for disorder (PND), criminal behaviour order (CBO), and violent offender order (VOO) and also any charges with offences that are awaiting trial, or involvement in Child Protection investigations.
- 4.2. Any significant declaration will be forwarded to the HYMS Student Fitness to Practise Committee for a recommendation on whether admission should be offered.
- 4.3. Applicants should note that DBS checks are required as part of the admissions procedures of all healthcare students whose programme includes clinical training placements.
- 4.4. DBS checks will be requested for applicants on first registration as a student of the University of Hull or the University of York and at whatever interval subsequently requested by the HYMS partner NHS and other health care provider organisations.
- 4.5. Failure to have a DBS certificate or similar criminal background check processed within ten weeks of first registration as a student of the University of Hull or the University of York may result in termination of the student's participation on the course.
- 4.6. Failure to make a relevant declaration under the terms of clause 4.1 above may result in termination of the student's participation on the course. In the case of any such failure to declare is identified only after registration for the MB BS programme, the procedures followed will be those outlined in *HYMS Code of Practice on Student Fitness to Practise*.
- 4.7. Students who are unable to obtain a DBS certificate because they have been living outside the UK will be required to provide an appropriately authenticated Certificate of Good Standing in respect of any criminal convictions or charges with

offences that are awaiting trial or involvement in Safeguarding or Child Protection investigations.

- 4.8. HYMS reserves the right to require such further or additional criminal background checks as are deemed necessary for participation on the course. Failure to have any such check processed within twelve weeks of request may result in termination of the student's participation on the course.

5. Recruitment

- 5.1. The HYMS prospectus will be updated at least annually, and will be made available on the HYMS website. An annual print version will contain selected information, and will draw attention to the HYMS website. The HYMS website will remain the source of the most up-to-date information.
- 5.2. Recruitment information on the HYMS website will be compliant with the standards of the Quality Assurance Agency for Higher Education (QAA).

6. Selection

- 6.1. Detailed up-to-date information on selection procedures will be published on the HYMS website annually in advance of the main summer Open Days at: www.hyms.ac.uk/undergraduate/our-applications-process/our-selection-procedure
- 6.2. HYMS offers a five-year MBBS programme suitable for direct entry from school. Apart from provision for dentists to enter at the start of Year 2, there is no accelerated 4 year programme, but HYMS welcomes applicants who are not recent school leavers who wish to take the five-year programme. This includes graduates in biomedical sciences, other graduates, currently practising experienced health professionals, and applicants attending approved Access to Medicine or similar programmes listed on the HYMS website.
- 6.3. Indicative information on a minimum level of academic performance in each category will be published on the HYMS website.
- 6.4. All applicants must apply through UCAS by the annual published closing date. HYMS does not normally consider late applications.
- 6.5. In selecting students for offers of admission, HYMS may take account of information from the UCAS application, an interview and/or from such other selection and assessment tools as are approved by the HYMS Admissions Tutor. Details of the selection process will be published on the HYMS website.
- 6.6. Offers of admission will not normally be made without interview.
- 6.7. All interviews will be in a format approved by the HYMS Admissions Tutor, the details of which will be published on the HYMS website. The interview will include assessment of the candidate's communication skills and interpersonal skills.

- 6.8. The location of the interview does not indicate at which University a place will be offered. See below for details of the campus allocation process.
- 6.9. All applicants invited for interview will be required to bring their photographic identification documents in order to be interviewed.
- 6.10. The interview will include consideration of every candidate's ability to speak and understand English. Where there are concerns, candidates will be asked to provide evidence of English language ability as part of the conditions of their offer. Acceptable evidence will be determined by the HYMS Admissions Tutor and published on the HYMS website.

7. Offer of Admission

- 7.1. Offers of admission to HYMS will be sent as soon as practicable after the interview process. They will be communicated to applicants through UCAS.
- 7.2. Offers of admission will be made to the Hull York Medical School, in which all students will undergo a single programme of instruction with shared learning experiences and a single examination system. Students who satisfactorily complete the programme of study and assessment will graduate MB BS (Hull and York).
- 7.3. In addition to any necessary academic conditions all offers will place conditions on meeting HYMS current Health Requirements

8. Campus Allocation

- 8.1. Campus allocation will take place at the point of offer and will indicate whether the applicant would study at Hull or York for the first two years of the course, notwithstanding paragraph 8.2 below.
- 8.2. In the interests of maintaining a balanced number of students at each campus, it may be necessary occasionally to alter the allocated campus when the A-level results are published. In the event of this being necessary, volunteers will be sought in the first instance and any imposed change of campus shall be a last resort.
- 8.3. All HYMS students in years 3, 4 and 5 must be prepared to undertake placements across the whole HYMS region including Hull, York, Scarborough, Scunthorpe and Grimsby.
- 8.4. The only exceptions to the year one and two random allocation process are:
 - 8.4.1. Applicants who are resident at the time of their UCAS application in the HYMS area (i.e. whose Local Education Authority is either Humber, N Lincs, NE Lincs, York, Hull, N Yorks or East Riding), may request allocation to either campus provided that if they intend to live at home and travel to university

daily during term time a practical driving route from that campus should be 30 miles or less in length'. *Applicants must understand that they may have to leave the course if they cannot meet the required standards of attendance and performance because of the demands of daily travelling or domestic commitments.*

8.4.2. Applicants registered at the time of their UCAS application at either the University of York or the University of Hull may request either to be allocated to the campus in which they are currently studying or to be entered in to the ballot for allocation to either Hull or York.

8.4.3. Applicants who have a sibling registered at either the University of York or the University of Hull who is not in the final year of study may request either to be allocated to the campus in which their sibling is registered or request to be allocated to the other campus.

8.4.4. Applicants holding Overseas fee status may request allocation to either campus.

8.5. Applicants in any of these categories must inform the HYMS Admissions Coordinator by email or post of their preferred choice of campus by the 7th of January.

9. Questions, Complaints and Appeals

9.1. Questions, complaints or appeals should be addressed to the MB BS Admissions Tutor in the first instance.

10. Responsibility for the Recruiting/ Admissions Process

- 10.1. Responsibility for the various elements of the recruiting and admissions process is shared between:
- The Student Recruitment and Admissions Service of the University of Hull.
 - Student Recruitment and Admissions (SRA), University of York.
 - The Admissions Office of the Hull York Medical School.
- 10.2. Student Recruitment and Admissions (SRA) of the University of York is the lead Admissions office on behalf of both Universities.